



# **MODEL HOME SALES COMPLEX**

## **PROCESS GUIDE AND APPLICATION**

**Town of Gilbert**  
**Planning Department**  
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Gilbert, Arizona 85296

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## APPLICATION PROCEDURES

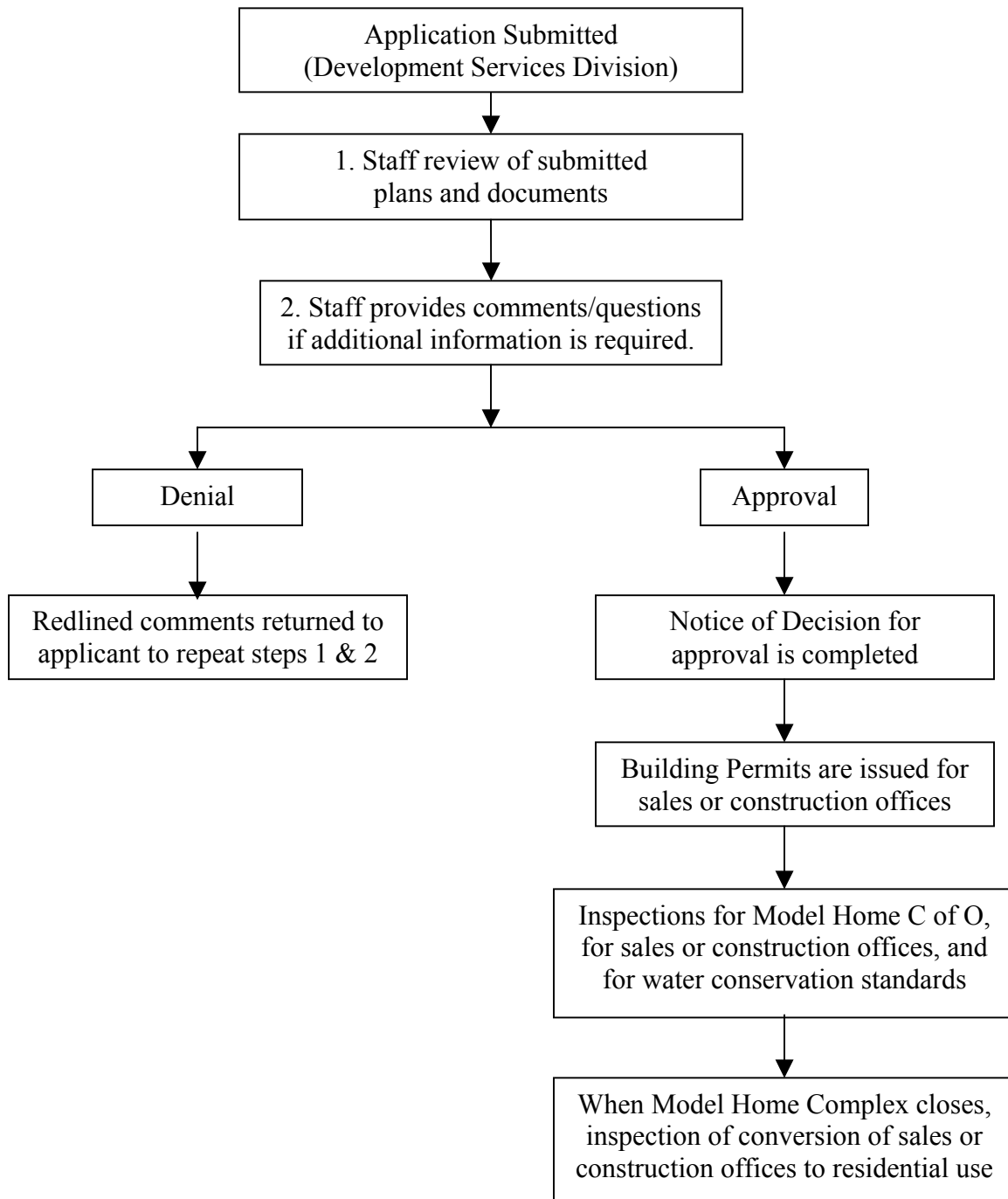
### ADMINISTRATIVE DESIGN REVIEW FOR A MODEL HOME SALES COMPLEX

The following information is provided to assist applicants in the preparation and submittal of an application for a Model Homes Sales Complex for property within the Town of Gilbert. Model home complexes are permitted for the initial sale of homes within a subdivision or residential condominium development. A model home complex may be constructed prior to the recording of a final plat on the property.

1. *Model Home Building Permits/Builder Sign Package/Pool* –
  - The Homebuilder may pull building permits on each model home prior to submitting the Model Home Complex application.
  - Building permits for the sales/construction office in a model home, sales trailer, or construction trailer within the model home complex can be processed concurrent with the Model Home Complex application. These permits can also be processed after approval of the model home complex. The location and parking for trailers shall be included in the site plan for the Model Home Complex application if they are to remain during the public use of the model home complex.
  - Building permits for a sales/construction trailer not within the model home complex can be issued prior to the approval of the Model Home Complex application if it is required prior to the completion of the model home complex. Information regarding landscaping (if any), and compliance with public notification for the Williams Gateway Airport Overlay District and the Santan Freeway Overlay District is required.
  - The builder sign package is a separate application.
  - Pools and other amenities with electrical components are permitted and inspected under separate building permits.
2. *Application* – The applicant must provide all of the required information described on the submittal checklist and pay a \$500 fee at the time of formal submittal. Any application received after 4:00pm will be processed the next business day. Incomplete applications will not be accepted.
3. *Staff Review* – A Planner in the Planning Department will manage the application. Staff from Water Conservation, Building, and Traffic will review and provide comments on the application. The Planner will forward comments or questions to the applicant if additional information is required.
4. *Administrative Design Review Approval* – The Planner will prepare a Notice of Decision approval letter to approve, approve with modifications and/or conditions, or deny the request. The Notice of Decision will include the length of time the trailers and model home complex are allowed to be used.
5. *Building Permits* - Once the Model Home Complex application is approved, a miscellaneous building permit application may be submitted for the sales office, sales trailer, or construction office if within the model home complex.
6. *Inspections for Model Home Complexes* – The applicant must call for inspection of the sales trailer or construction trailer. The Building Department and the State will each conduct an inspection. The applicant must call for an inspection by the Building Department on the model homes to obtain Certificates of Occupancy. When the landscaping is complete the applicant must call for inspection by Water Conservation staff. The complex may only be used for its intended purpose after completion of all required inspections.

7. *Inspections for Model Home Complex closure* – The applicant must call the Building Department for inspection of the completed conversion of the sales office complex, individual homes and the construction office back to residential use.
8. *Timing.* A model home complex application will be approved in ten working days.

### Model Homes Sales Complex Process



# **MODEL HOME SALES COMPLEX CONTENT AND SUBMISSION REQUIREMENTS**

## **1. Project Narrative**

- ☐ Describe number of lots included in the model home complex for model homes, parking, sales or construction trailer
- ☐ Describe number of lots within subdivision for model homes
- ☐ Describe intended use of each model home if used for a sales office, construction office, or design center
- ☐ Note intended duration for use of the sales or construction trailer
- ☐ Note hours of operation if a generator is used for the trailers
- ☐ Describe dust-proofing methods for parking surface

## **2. Model Home Complex Site Plan**

- ☐ Vicinity Map
- ☐ Subdivision project name
- ☐ Location of model home lots, parking areas and sidewalks noting compliance with ADA
- ☐ Location of sales or construction trailer, if applicable
- ☐ Location of paved street and pedestrian ways from parking areas to the sales office
- ☐ Location of walls, lighting, and signage
- ☐ Location of signage, if required, for public notification of the Williams Gateway Airport or the Santan Freeway

## **3. Conversion Plan**

- ☐ Provide site plan noting all changes to the model home complex area after the sales office closes. Note changes to the parking lot, sidewalks, garage doors, walls, fences, landscaping, lighting, flag poles, signage, driveways, etc.

## **4. Floor Plans**

- ☐ Floor plan of garage/office, showing ADA accessibility requirements
- ☐ Floor plan showing conversion of office back to garage for residential use

## **5. Water Conservation**

- ☐ Provide a landscape plan for each lot in model home complex signed by a registered Landscape Architect
- ☐ The landscape plan for the front and back yard shall include location of turf; number and type of trees, shrubs, and plants; and location of fountain, pool and water features.
- ☐ Provide a completed NPCCP Water Conservation form for each lot in model home complex

## **6. Notification Plan for Santan Freeway Corridor Overlay District**

- ☐ Describe compliance with required public notification
- ☐ Provide language for signs to be posted on site

## **7. Notification Plan for Williams Gateway Airport Overlay District**

- ☐ Describe compliance with required public notification
- ☐ Provide language for signs to be posted on site

# MODEL HOME SALES COMPLEX APPLICATION



Received By: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Lot numbers for model homes, parking, sales trailer,  
construction trailer, or landscaping: \_\_\_\_\_

Number of lots for sale that apply to this set of model  
homes: \_\_\_\_\_

Within Santan Freeway Corridor Overlay District?

☐ YES

☐ NO

Within Williams Gateway Airport Overlay District?

☐ YES

☐ NO

## Property Owner:

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Applicant/Contact:

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR STAFF USE ONLY

Submittal Date \_\_\_\_\_ Case Number \_\_\_\_\_

Fee Paid \_\_\_\_\_ (Fee is \$500) EDEN Permit Number \_\_\_\_\_

Receipt Number \_\_\_\_\_ EDEN Permit Type **PMH**



Non Per Capita Conservation Program – Water Conservation  
**MODEL HOME SALES COMPLEX APPLICATION**

EDEN Permit Number \_\_\_\_\_ Received By \_\_\_\_\_

Project Name/Recorded Subdivision: \_\_\_\_\_

Address or Location: \_\_\_\_\_

Lot No. \_\_\_\_\_ Parcel No. \_\_\_\_\_ (This form is required for each lot of the model home complex.)

Owner \_\_\_\_\_  
(Name, Address, Phone Number & E-mail)

Architect/Designer \_\_\_\_\_  
(Name, Address, Phone Number & E-mail)

Applicant \_\_\_\_\_  
(Name, Address, Phone Number & License No)

Contact Person \_\_\_\_\_  
(Name, Address, Phone Number & E-Mail)

Print name and signature owner/authorized agent \_\_\_\_\_ Date \_\_\_\_\_

**Water Conservation data required for compliance with Ordinance 1316, specifically for a MODEL HOME COMPLEX.** Water intensive landscape is defined as turf, high water use vegetation, and the total surface area of all bodies of water used as an integral part of the landscaped area to include swimming pools, fountains, ponds, water courses, water falls and other artificial water structures.

1. The Model Home Complex in this Subdivision has \_\_\_\_\_ model home lots.
2. The landscapable area of this lot is \_\_\_\_\_ square feet.
3. The water intensive landscape of this lot measures \_\_\_\_\_ square feet.
4. The water intensive landscape of this lot is \_\_\_\_\_ % of the landscapable area of the lot.
5. Does this lot have a pool or other water feature? ☐ Yes ☐ No
6. Was the pool or water feature surface area included in the percent calculated in # 4?  
☐ Yes ☐ No

**Please initial the boxes below to indicate the requirements have been read and accepted.**

- ☐ Water intensive landscaping shall be located only where it is functionally useful such as in play areas or close to the house for energy efficiency
- ☐ All other plant material used in landscapable areas must be low water use plants
- ☐ All irrigation systems must be efficient irrigation systems.
- ☐ The homebuilder shall make available and display in a prominent manner at the model home site information on low water use landscaping and/or landscape packages with low water use landscaping.
- ☐ Model homes shall have landscaping and irrigation plans approved by the Planning Department prior to issuance of building permits, for which no variance may be granted, and which meet the aforementioned requirements.
- ☐ The site plan/landscape plan for each model home lot showing front and back yards, location of fountain, pool, turf, trees, shrubs, and plants.

## Model Home Sales Complex Checklist

(Waiver of any of the following submittal requirements must be documented by Town Staff in the Town's Customer Agreement Binder)

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application.....	<input type="checkbox"/>	<input type="checkbox"/>
Fee (see Planning fee schedule).....	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative, 4 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan including all lots in complex 4 copies – Blueline or blackline prints (24" x 36") folded to approximately (9" x 12").....	<input type="checkbox"/>	<input type="checkbox"/>
Conversion Plan (may be included on the site plan noted above) 4 copies – Blueline or blackline prints (24" x 36") folded to approximately (9" x 12").....	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan conversion of garage from office to residential use.....	<input type="checkbox"/>	<input type="checkbox"/>
Landscape plan for each lot 2 copies – Blueline or blackline prints (24" x 36") folded to approximately (9" x 12").....	<input type="checkbox"/>	<input type="checkbox"/>
Non-Per Capita Water Conservation Form for each lot.....	<input type="checkbox"/>	<input type="checkbox"/>
Notification Plan for Santan Freeway Corridor Overlay District.....	<input type="checkbox"/>	<input type="checkbox"/>
Notification Plan for Williams Gateway Airport Overlay District.....	<input type="checkbox"/>	<input type="checkbox"/>